



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ) No. 26-032

DATE: August 7, 2026

Project Title: Workplace Investigators

The Regional District of Nanaimo (RDN) invites qualified and experienced consultants to submit Statements of Qualifications in order to create a list of multiple pre-qualified consultants the RDN can call on an as needed basis to assist with specific employer investigations.

A. Intent

This Request for Statements of Qualifications (RFSQ) is issued to determine the most qualified and experienced service providers that can meet the Regional District of Nanaimo's requirements, expectations, and timeline.

The Regional District of Nanaimo will review submissions received in response to this RFSQ with the objective to create a roster of firms based on areas of expertise and the RDN's requirements. The creation of the list will be based on the submissions received and at the RDN's sole discretion.

In any event, the Regional District of Nanaimo shall not be bound to enter a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

B. Background

For context, at this time, the RDN has at least 40 active labour and employee relations investigations and while many are done in-house and/or completed by managers only with guidance from HR, the RDN may utilize outside consultants in order to conduct timely investigations.

The RDN's goal is to conduct impartial, and legally defensible investigations into allegations against RDN staff, managers or volunteers to support an appropriate organizational response based on any investigation findings.

C. Contemplated Scope of Work

The RDN is seeking consultants it can call as needed to assist with a specific investigations to match consultants with the qualifications, experience and capacity conducting the type of investigation which arises (ex. sexual harassment, bullying and harassment, conflict of interest, serious safety incident investigations, complaints by the public toward staff, etc.).

All investigations must comply with the principles of natural justice and all applicable employment, labour and safety legislation and regulations in the jurisdiction of British Columbia.

Any assignments will be issued on an as and when requested basis with no guarantee of any work.

The RDN will retain the flexibility to select any consultant it determines is the best fit from the prequalified list based on the nature of the allegations and the consultant's area of expertise, qualifications, experience and capacity.

D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than ten (10) single sided pages in length, minimum 10-point font including cover page, cover letter and appendices. Please include the following for evaluation:

- Qualifications and areas expertise of the firm/individual. Please include CV/Resumes of nominated staff and explain how the firm/individual will provide value for the RDN and why your firm/individual should be included on the list.
- Experience of firm/individual in previous relevant work. Provide short descriptions of similar assignments completed by both the Firm and nominated staff.
- Describe your firm's unionized workplace and public sector experience.
- Include a Rate sheet and advise how long they are valid. Advise you billing increments for partial hours.
- A statement of your firm's approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard.

Statements of Qualifications (the "SOQ") will be evaluated by the Regional District of Nanaimo on a consensus basis and depending on the areas of expertise, qualifications and experience may or may not be selected. Any or all SOQs will not necessarily be accepted.

E. Submission Date & Time

Statements of Qualifications should be received on or before 3:00:00 p.m. local time on the 26th day of August, 2026. The RDN, at its sole discretion, reserves the right to accept late submissions.

F. Questions and Submissions

Questions and submissions should be directed to:

Sarah Mann, MPA, CPHR
Chief Human Resources Officer
Regional District of Nanaimo
Email: smann@rdn.bc.ca

G. Additional Information

If the RDN determines that additional information is required, the RDN will post an Addendum on the RDN (www.rdn.bc.ca/current-bid-opportunities) and the new BC Bid (www.bcbid.gov.bc.ca/) websites. It is the sole responsibility of interested vendors to check for additional information prior to submitting their response.
